

8 March 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Arranging for Exhibits in Fine Arts Exhibit Area

1. Scheduling of the exhibit area in the 1D corridor of the Headquarters building is controlled by the Exhibits Chairman, Fine Arts Commission. The area should be reserved several months in advance.

2. Requests for panel set-up, lighting, delivery of loans from dock, disassembly, etc., should be made by memorandum to the Chief, Logistics Services Division, Office of Logistics (OL/LSD), two weeks prior to the posting of any exhibit.

a. Available to users are modular panels set in three "S" configurations. Size of each configuration is as follows: 6'H X 3', 12', 3', 12', 3'W. These configurations must be arranged so that there are no barriers facing the elevator, Office of Medical Services, stairway, or TADS Computer Center entrances.

b. Six locked cases are available for display of small objects. A minimum of two persons is required to open and close these cases. Call x7808 to arrange for the unlocking of these cases.

c. An assortment of tools and hardware for hanging pictures may be borrowed from OL/LSD. Boxes and stands for the display cases are stored within the bases of some of the cases.

d. Track lights in the areas can be spaced as needed by GSA forces on a one-time basis.

e. Publicity and printing are to be coordinated through the Exhibits Chairman. One large primary poster is needed for the wall-mounted panel in the

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exhibit corridor. Two 18W X 24H unmounted posters are to be made for the kiosks in the 1F and 1C corridors. If desired, 18 additional 18 X 24's may be made for placement in outlying buildings and in the six entry display modules of Headquarters building.

Distribution of posters is made through Personal Affairs Branch, Office of Personnel. Two hundred (200) tent cards for placement in the Headquarters building cafeterias may also be produced and given to the GSI manager for placement on a time-available basis.

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f. Insurance coverage for in-house display of borrowed art exhibits or employee-owned, professionally appraised art and artifacts will be arranged at component expense by OL/LSD. Complete lists of items, ownership, and exact dates for coverage must be provided.

3. Requests for services are to include date and afternoon that assistance is required, a drawing for placement of panels and cases, plus any insurance requirements. Any or all excess panels, poles, and cases are to be neatly stored in the center of the south end of the 1D corridor or against the walls midway down the 1A corridor. Any exhibit organizer must have a responsible supervisor present during set-up and break-down of exhibits.

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Fine Arts Commission Consultant

cc: C/FAC  
Exhibit Chairman, FAC

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